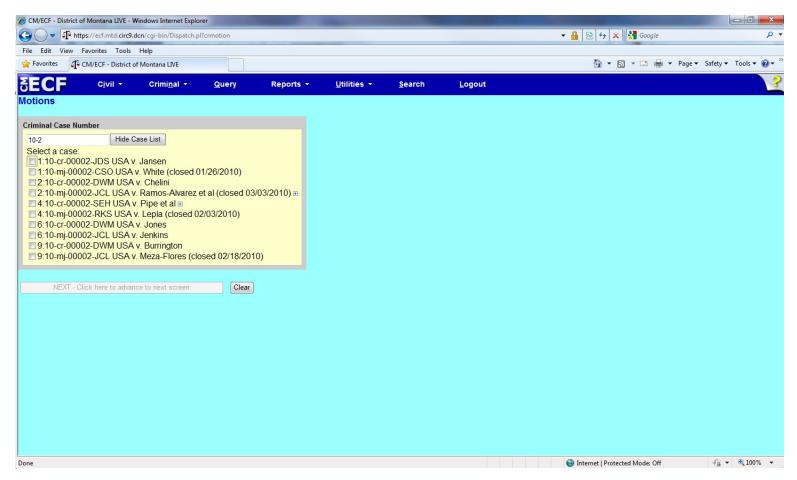
## INSTRUCTIONS FOR FILING IN A MULTI-DEFENDANT CASE IN THE DISTRICT OF MONTANA

Filings in multi-defendant cases should be e-filed **only** in the defendant's case in which the filing pertains to. The following screen shots depict how to e-file a document that pertains to defendant Pipe in case number CR-10-002-GF-SEH.

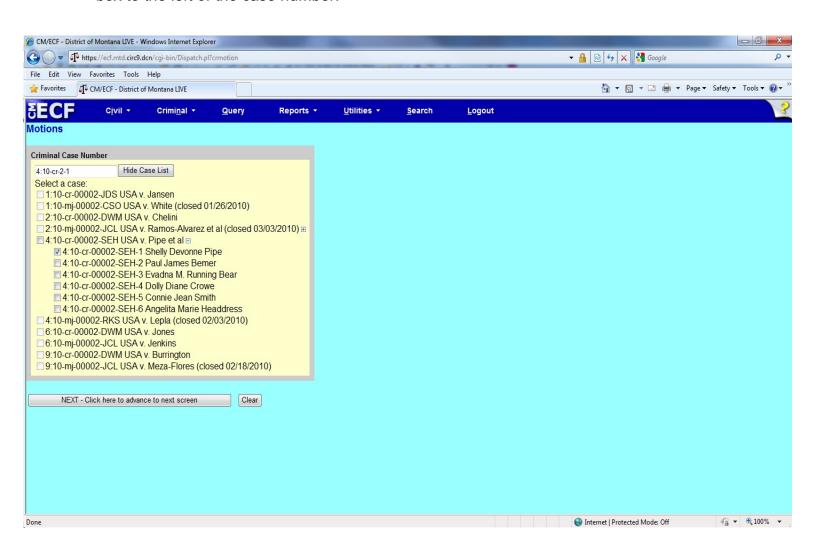
In the example below, 10-2 has been entered as the case number. A list of all possible cases fitting the search criteria of 10-2 is displayed below. Notice that 4:10-CR-00002-SEH, USA v. Pipe, et al, has a box with a "+" to the right of the case number, which indicates it's a multi-defendant case.



## INSTRUCTIONS FOR FILING IN A MULTI-DEFENDANT CASE IN THE DISTRICT OF MONTANA

For multi-defendant cases, it's **EXTREMELY** important to click the box to the **right** of the desired case to expand the list so that all defendants appear as shown below. Once the list has expanded, click the box to the **left** of the defendant that the filing relates to, then click Next. **Do not select all defendants, or simply select the main case number, if the filing only pertains to one defendant, select only the defendant the filing relates to. Doing so will unnecessarily put the filing in the case for every defendant when it only relates to one defendant. If motions pertaining to only one defendant are filed in the cases of all defendants, the joinder functionality will not function if a co-defendant attempts to join in a motion.** 

**Note:** If the filing pertains to all defendants, then select all defendants by clicking in the box to the left of the case number.



## INSTRUCTIONS FOR FILING IN A MULTI-DEFENDANT CASE IN THE DISTRICT OF MONTANA

From the pick filer screen, select the filing party, defendant Pipe in the example below, and click the next button. Complete the e-filing process as with any other case. Sh

